



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 02-17

☒ **Policy**

☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DET Regional Directors
DET Area Directors

cc: WIA State Partners

From: Jack King, Director
Massachusetts Division of Employment and Training

Date: April 3, 2002

Subject: Instructions for the development of DET Fiscal Year 2003 budgets

Purpose: To distribute instructions for the development of Fiscal Year 2003 budgets for the Wagner-Peyser, Unemployment Insurance, Veterans Services programs, and for the FY2003 One-Stop Career Center State Appropriation.

NOTE: Attachments will not be posted with this document, but will be supplied separately via e-mail, by request to dmanning@detma.org or by distribution at the April 3, 2002 Planning Q & A Session.

Policy: LWIBs and CEOs must submit budgets for Fiscal Year 2003 on May 10, 2002, as part of a Five Year Local Plan Modification, that requires financial plans for DET-administered revenue sources.

References: Workforce Investment Act of 1998, Public Law 105-220
Workforce Investment Act Final Rule (20 CFR 652 et al)
Wagner-Peyser Act, as Amended
Title 42 United States Code, Chapter 7 (Social Security), Subchapter III, Sections 501, 502, and 503
Title 38 United States Code, Chapters 41 and 42

Code of Federal Regulations 20CFR 1001.100 et seq.

Inquiries: Questions should be directed to David Manning at (617) 626-5684.

Filing: Please file this in your notebook of previously issued WIA Communications as #02-17.

**DIVISION OF EMPLOYMENT AND TRAINING
FY2003 BUDGET INSTRUCTIONS
FOR
WAGNER-PEYSER
CLAIMANT REEMPLOYMENT
VETERANS SERVICES
UNEMPLOYMENT INSURANCE SERVICES
STATE ONE-STOP APPROPRIATION
OTHER ONE-STOP CAREER CENTER FUNDING**

Background:

The majority of programs administered through the Division of Employment and Training (DET) are identified as required partners through the Workforce Investment Act or affiliated partners as identified by the Commonwealth. With the exception of Wagner-Peyser, the funds available from these program streams are designated for specific labor exchange or customer service functions such as services to Veterans, Unemployment Insurance recipients and Dislocated Workers. ***Required partners under WIA must contribute a fair share of the operating costs of the One-Stop delivery system proportionate to the use of the system by individuals attributable to the partner's program (\$662.270 WIA Interim Final Rule).***

This section will provide the local Workforce Investment Board (LWIB) and DET negotiators with guidelines for the use of DET-administered funds during FY2003. All funding must be expended in accordance with the guidelines and requirements associated with the funding source. All allocations are subject to change based on decisions made at the state and federal level. Should changes occur, opportunity will be provided to amend proposed spending plans.

Local negotiators for DET should bear in mind that the operation of each One-Stop Career Center constitutes a partnership between DET and the LWIB. Whether in a collaborative or competitive model, the negotiators have a responsibility to ensure that resources available from DET are used and allocated based upon a fair and responsible methodology. This methodology must maximize all resources available to the Center from all partners, reduce duplication, and improve the efficiency and quality of employment and training services available to both individuals and employers.

The budget submitted as part of the MOU between DET and the LWIB will delineate the planned expenditures for each category (Personnel, Premises and Non-Personnel Support) attributable to each funding stream and become part of the OSCC integrated and resource sharing agreement to be submitted by the LWIBs in their local plans.

For purposes of this document, the FY2003 budget for DET-provided funds will include funds available through: FY2002 Wagner-Peyser 90% and 10% carry-in, FY2003 Wagner-Peyser 90% and 10%, Veterans Services, Unemployment Insurance for direct

customer services and the One-Stop State appropriation. At a later point funds may be added to this budget for additional programs for example, the EAS program.

CARRY-IN NOTE: LWIBs should ensure the accuracy of carry-in data, reconcile any plans that do not equal allocations, and identify steps to maximize the use of available funds while eliminating any possible overspending.

I. WAGNER-PEYSER

Wagner-Peyser funds form the basis for the universal availability of labor exchange services within the One-Stop Career Center (OSCC) system. Each of the sixteen LWIBs will receive an allocation of Wagner-Peyser 90% and 10% funds.

The funds allocated to the regions will total 80% of the combined amount of Wagner-Peyser (90%&10%) funds provided to the Commonwealth by the US Department of Labor. The provisions regarding the planned uses of Wagner-Peyser funds are delineated below in Section II, (Scope of Services for Title III Wagner-Peyser) of these instructions.

The preliminary allocation to the Commonwealth announced on 3/8/02 is \$15,144,482. Eighty percent of these funds equal \$12,115,586. Final allocations will be announced in May of 2002. At that time the allocations for respective areas may change.

The allocation methodology for Wagner-Peyser 90% and 10% funds is based on two factors:

- Number of unemployed individuals in the Local Workforce Investment Area during 2000 (1/3 weight).
- Number of individuals in the region's labor force (2/3 weight).

Preliminary allocations for each area which will be used for planning purposes in the preparation of your FY2003 budget may be found in [Attachment A](#).

II. WAGNER-PEYSER 90% CARRY-IN

In addition to the funds available in FY2003, each region is potentially able to carry forward up to 10% of the WP 90% and 10% funds, which were allocated in FY 2002. First, it is required that you reconcile your FY 2002 allocation with the approved FY 2002 Plan (Submit any necessary documents.). In calculating potential carry-in for purposes of these documents the following must be considered:

- 1) You must be sure to calculate all potential and current direct personnel costs associated with staff providing Wagner-Peyser services through 6/30/02.
- 2) You must calculate the difference between the most recently approved planned direct personnel amount and the actual expenditures.
- 3) You must calculate the difference between the planned expenditures for premises costs and the actual expenses.

- 4) You must calculate the difference between the planned expenditures for DET non-personnel services versus the actual expenditures.
- 5) The potential available carry-in includes up-to-10% of the balance of any unexpended funds in each of these four categories. (Additional expenditure detail may be required from the WIB before the carry-in amount is finalized in FY 2003.). In the event that actual costs exceed the approved plan this deficit will be subtracted from funds available in FY2003. (A current plan vs. actual personnel expenditure chart is attached which provides current data as well as expected expenditure levels through 6/30/02 for planning purposes. **(Attachment C)**).

Funds carried in from FY2002 may be used for any purpose that meets the statutory provisions for Wagner-Peyser 90% and 10% funds.

III. VETERANS SERVICES

Services for Veterans are provided through the Disabled Veterans Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) and are generally required to be available in each region. These services must be provided by DET personnel who meet the criteria for these positions.

In FY 2003 the allocation of resources for the provision of staffing for Veterans services will be centrally managed by DET. The general approach is that LWIBs do not need to include staffing costs for Veterans services within their LWIB plans or budgets. DET will support the provision of these services. However, any WIB, collaborative or competitive, that covers NPS costs for Veterans staff may recover these costs from DET. Specifically, LWIBs which choose to provide NPS for Veterans staff, may request \$765 per Veterans FTE to cover the costs associated with items covered in the Employee Support Package (see **Section VIII. D of these instructions for details.**)

As in FY2002 premises costs related to Veterans services must be provided through Wagner Peyser 90% funds.

NOTE: All NPS costs attributable to Veterans staff must be reflected on the WIB FY 2003 Summary Budget Form in order that DET distinguish the NPS amount to be paid by DET from the amount to be supported locally. However, since premises may not be charged to the Veterans grant, any premises costs related to Veterans staff must be included in the ES 90% total for premises.

The United States Department of Labor –Veterans Employment and Training Administration funding levels for FY2003 are not currently available to the states.

IV. UNEMPLOYMENT INSURANCE

Unemployment Insurance (UI) walk-in services are strongly encouraged in all OSCCs. DET personnel must provide these services in all OSCCs.

In FY2003 the allocation of resources for the provision of staffing for UI services will be centrally managed by DET. LWIBs do not need to include staffing dollars for UI services within their LWIB plans or budgets. DET will provide funds to support the provision of these services.

However, any WIB, collaborative or competitive, that covers NPS costs for UI staff may recover these costs from DET. Specifically, LWIBs which choose to provide NPS for UI staff, may request \$765 per UI FTE to cover the costs associated with items covered in the Employee Support Package (see Section VIII. D of these instructions for details.)

DET will provide resources to cover premises costs for UI staff using the same methodology applicable to those costs for Wagner-Peyser funds as negotiated between the LWIB and DET local negotiator.

NOTE: All NPS costs attributable to UI staff must be reflected on the WIB FY 2003 Summary Budget Form in order that DET distinguish the NPS amount to be paid by DET from the amount to be supported locally. Premises costs attributable to UI staff should be reflected under the UI column.

V. STATE ONE-STOP FUNDS

The Governor's FY2003 budget, House I, includes \$3,750,000 for the OSCC initiative. If this money is appropriated as in FY'2002, \$2,750,000 will be available for the three OSCC areas with Career Centers that were established prior to 1/1/99. These areas will receive their allocation based on the three part formula as shown on **Attachment A**. (The formula is based on three factors: the number of disadvantaged adults in an LWIB area, the number of employers and the unemployment rate). The remaining thirteen areas will receive a portion of the remaining \$1,000,000. For planning purposes those regions should budget the full \$76,923 available in FY2002. Although, special restrictions are not placed on these funds, they must be used to support Career Center operations in compliance with the approved LWIB plan.

VI. COST CATEGORIES AND CALCULATIONS

LWIBS must provide a narrative explanation of all non-staff costs (operational and capital) as part of the budget section of the LWIB/DET Memorandum of Understanding (MOU). This narrative should detail the items contained in each non-staff category and fully explain the calculations used to establish each budget estimate.

IMPORTANT NOTE: Our ability to expedite the approval of your FY2003 plan and the issuance of your FY2003 contracts depends upon the completeness of supplied costs and the clarity of your budget narrative (cost basis and allocation basis identified).

A. PERSONNEL COSTS

In calculating the cost of personnel services the following criteria should be applied:

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

- Wagner-Peyser services available at collaborative OSCCs must be provided by DET personnel.
- All personnel costs associated with all applicable current and prospective staff as of 6/30/02 must be calculated and included in the personnel budget. These costs include supervisors and local managers as well as direct service staff.
- DET Regional and Area Directors will continue to be paid from Central Office funds during FY2003.
- It is expected that the combination of personnel costs and those costs associated with the individual non-personnel support package (INPS) will consume approximately 75% of the available FY2003 Wagner-Peyser funds

Calculating your FY2003 DET personnel costs:

1. DET provides monthly reports to DET managers with responsibility for DET Field Operations. These reports, entitled "Personal Services Cost by Work Organization" (Report 04), provide salary costs by individual employee. For each employee the report provides the number of hours worked by program and activity and the number of base salary dollars paid by program (for example ES90%) and by activity (e.g. placement). Use the most recent monthly report.
2. Using the monthly report referenced in (1.) above, calculate the individual employee's hourly base salary rate.
3. For each employee multiply the employee's hourly base salary rate by a factor of 1.4032. For example:

Hourly base salary M. Smith (Union Employee)	\$13.16
Times Cost Factor	<u>1.4032</u>
Total Hourly Cost for M.Smith =	\$18.47

These cost factors include 22% (not a final rate) for retirement and health insurance, .2% for unemployment insurance, 11.13% for DET personal services overhead, 2.04% (not a final rate) for State overhead , and 4.95% for pay raises . This calculation will give you the personnel services total hourly rate for each employee.

4. Estimate the number of hours each employee will be working on each program during FY2003. (There are a total of 1957.5 paid hours in FY2003.) **Note:** Paid leave may, incorrectly, be viewed as a complication. If the employee is expected to work on more than one program (during FY2003), that employee's leave hours are pro-rated proportionally among those programs. Therefore, the easiest method is to ignore leave and, simply, be certain that **all the hours** for which the employee **is expected to be paid** are allocated to the applicable programs.
5. Calculate the number of dollars to be charged to each program for that individual employee by multiplying the total hourly rate, from (3) above, times the number

of hours for each program, from (4) above. This calculation will provide you with the total cost of each individual employee by program.

6. Local managers will then add, for every employee, the individual non-personnel services costs by program in order to obtain the local Area total FY2003 personnel services cost.
7. The detailed application of this methodology by the local managers must be included as an attachment to the DET Memorandum of Agreement.
8. Local areas may, of course, plan to add direct service staff above current levels. Funds to support additional staff must, of course, be budgeted within the constraints of available funding (with methodology discussed and detailed).

A worksheet for calculating personnel costs is provided as **Attachment B**.

B. PREMISES COSTS (for all Centers) (Attachments D and E to be provided)

Funds are included in the allocation to pay the costs of premises. These costs include:

- Rent for leased facilities or in a case where the OSCC is in a facility owned or managed by DET, administrative management costs.
- Security Systems (including equipment, installation and security system maintenance and monitoring.)
- Utilities (gas, oil, electricity, water, sewage).
- Building repairs and maintenance (state owned buildings)
- Building maintenance (janitorial, pest control, trash, signage, etc.).
- Landscaping and snow removal
- Construction and/or modular furniture amortization

DET owned or leased buildings:

For those locations owned or leased by DET the estimated total FY2003 annual premises cost to be used in the preparation of your budget will be delineated in **Attachment D**. These figures will be used as the basis to allocate premises costs among all partners and organizations sharing common space. Funds to be provided through DET will be retained and paid centrally. Funds from sources other than those administered through DET must be transferred to DET on a monthly basis to ensure lease obligations are met.

Non-DET owned or leased buildings:

For premises costs for buildings which are non-DET owned or leased, DET will provide proportional support for its staff as allocated locally. The total estimated premises costs must be detailed in a format consistent with the attachments provided for DET owned/leased property.

License agreements: There is no need for license agreements for FY2003. Instead, LWIBs are responsible for agreement(s) with their local partners that will enable the

recovery of costs associated with each partner's use of space. Also, generally, the signed LWIB FY2003 plan/budget and any resulting contract executed between the LWIB's fiscal agent and DET would enable the LWIB to provide the funds required to defray the premises costs. However, if additional, supporting documentation is required by the LWIB (or its fiscal agent), the LWIB must specify the additional documentation required in their FY2003 plan/budget submittal.

Premises-related capital expenditures:

Facilities related "capital projects" (e.g. renovation work, including installations, removals, movers, cabling, build-outs, large scale replacements of furnishings, layout redesign, etc.) should be planned and budgeted. If the building is owned or leased by DET, the DET Facilities Management Department must be contacted. DET will consider locally proposed alternative funding plans for these capital items (such as amortization of costs over time).

2. Specific FY2003 premises-related capital expenses to be included in the LWIB FY2003 plan/budget are:

Costs associated with DET lease expirations during FY2003 and assumptions associated with the future location of the office are articulated below:

Northern Worcester LWIB: The lease for the Gardner Career Center may be extended for an additional five (5) years. Assuming that the LWIB desires to exercise the renewal option, cost associated with minor space refurbishing is projected to be \$11,500.

Franklin/Hampshire LWIB: The lease for the Greenfield Career Center cannot be renewed since the maximum time allowed by law for a Commonwealth lease will be reached. The assumptions made for this lease combine the administrative operations of the Career Center with the Greenfield Career Center program services, into a single lease. Several cost estimates are provided to assist the LWIB in planning:

1. As a result of a successful RFP process, the LWIB selects the current facility. The estimated costs associated with staying with the site is anticipated to be \$24,000. (assume no new modular furniture)
2. As a result of a successful RFP process, the LWIB chooses a different location. The estimated costs associated with relocating to a new facility is anticipated to be \$42,000. (assume no new modular furniture)
3. Should the LWIB decide to replace and/or add modular furniture, they should plan an additional \$75,000.

Greater New Bedford LWIB: The lease for the Wareham Career Center cannot be renewed since the maximum time allowed by law for a Commonwealth lease will be reached. In addition, other service providers that require space and currently pay their share of lease costs will no longer have a need for space in this area. The assumption therefore is that the office will relocate to smaller space. The total estimated cost to the LWIB for this relocation is estimated to be \$22,800.

These costs are in addition to the lease costs and other costs detailed on the premises costs **Attachment D**. Should the LWIB require additional information on how these cost estimates were developed, please contact DET's Facilities Management Department.

Notes: Since the lease for the Hyannis Career Center expires at the end of FY 2003 (6-30-03), it is not expected that there will be any costs associated with a lease renewal or relocation until FY 2004.

The FY 2003 portion of costs incurred by the **New Bedford LWIB** and the **Southern Worcester LWIB** for the renovations and/or modular furniture that have been amortized over several fiscal years must also be budgeted. These amounts are, for **Southern Worcester**: \$38,663.24 (modular furniture amortization over five (5) years); and for **New Bedford**: \$28,183.47 (modular furniture amortization over five (5) years) plus \$53,516.32 (construction amortization over five (5) years). The **Bristol LWIB** is expected to include in its FY 2003 budget the first year of amortized costs (\$63,050) associated with the renovations to the Fall River Career Center plus any additional costs associated with the return from the temporary center. These three WIBs should communicate with DET's Facilities Management Department if additional information is desired.

LWIB costs for any other premises-related projects anticipated by the LWIB and not included above must be included in the LWIB plan and budget.

Allocating premises costs:

The cost of premises must be allocated among all partners and tenants in the OSCC consistent with standard cost allocation methodologies, cost principles, Federal guidelines and the Workforce Investment Act. **(Note: for purposes of cost allocation, the portion of premises attributable to DVOP and LVER personnel and customers is to be allocated against Wagner-Peyser 90% funds.)** The following cost allocation methodology was developed by an area team comprised of representatives of DET central and regional staff, the Title I partner, and the LWIB. DET recommends the use of this methodology and will provide assistance to all partners in developing a cost allocation plan pertinent to their area. If you choose an alternative cost allocation methodology, it must meet the requirements of the appropriate OMB circulars and GAAP principles. You must also provide a detailed description of the methodology used and the frequency of verification and modification of the methodology if necessary. If an LWIB would like to have an alternative cost allocation methodology approved prior to doing the work of

applying that cost allocation methodology, the LWIB should submit a request for approval prior to May 1, 2002.

Recommended Cost Allocation Method

This method for determining the proportionate share of cost for the Career Center facility is a combination of a number of factors. Local operators need only submit three pieces of information: a) the number of employees by program; b) the anticipated number of customers by program on an annual basis (use historical data); and a scaled floor plan identifying space usage as defined in the categories explained below. (Floor plans for DET leased or state owned buildings may be obtained from the DET facilities department.) The DET facilities department will assist you in performing the necessary calculations.

This methodology requires a quarterly review of customer usage for allocation of space allocated for customer use. (a sample application of this method is attached together with a worksheet for your use: [Attachment E](#).) A final customer and financial reconciliation and adjustment of premises costs will be made within 30 days of the end of the fiscal year.

1. The amount of space devoted to actual cubicles and offices for each staff member will be determined and assigned to the program or funding source for that staff member. A circulation factor (space with no defined program use) is then added to the total number of square feet for the actual work space for all those individuals in each program. This establishes the total number of square feet used by each program's staff in the performance of their duties. The circulation factor varies by each location and can be obtained from the DET Facilities Management Department. This cost will be charged directly to the appropriate funding stream. Using Worcester as an example, the cubicle for the one DVOP occupies 64 square feet of space. A circulation factor of 25% adds another 16 square feet to reach a total of 80 square feet used exclusively by DVOP program staff to be directly charged to the ES90% program.
2. Common areas which are used by staff only, (e.g. staff lounge, communications room etc) , will be combined to determine the number of square feet devoted to space used for shared staff purposes. This amount, when combined with the appropriate circulation factor, results in the total amount of staff shared space. The total number of staff at the Career Center from each funding stream will then be used to determine the allocation of the cost of staff shared space that should be paid by each program.
3. Customer space dedicated to a specific program: The actual number of square feet of space used by customers (plus the circulation factor) will be reviewed to determine if it is used by customers from all programs or only one particular program. Customer space used by just one program will be directly charged to that program's share of costs. For example, a room used only for training WIA Title I clients is charged to that partner's total.
4. Customer space that is used by customers of all programs, e.g. the reception and waiting area, the resource room etc., is aggregated and combined with the circulation

factor to reach a total number of square feet devoted to shared customer space. The cost share of customer shared space for each program can be determined by allocating the shared customer space based on the number of customers from each program as a percentage of the total number of Center customers using these areas. Initially, this allocation will be based on anticipated customer use as determined by historical data. This method requires a quarterly review of the actual use of these areas by customer transactions for each program

5. Customer space, e.g. workshop rooms, shared by customers of Employment Service and other programs (not including UI): see number 4 above.

Other considerations related to premises:

- The Local Workforce Investment Boards (LWIB) are expected to comply with all applicable laws and regulations when securing leased premises or when undertaking premises' renovations.
- When a lease is to be renewed or renegotiated, local Career Center DET management and Area Directors will assume an active role in the procurement, specifications, decision-making and site selection.

C. NON-PREMISES CAPITAL EXPENDITURES (collaborative Centers only).

Capital expenses are generally defined as one-time (or infrequent) expensive items or initiatives that the area is having difficulty financing. Examples of non-premises related capital items are new or upgraded phone systems, technology purchases, etc. (For premises-related capital items, see the "Premises Costs" section.)

DET Area Directors should consult with appropriate DET Central Office staff to ensure the appropriate amount of LWIB funds are included in the LWIB plan which will support required capital expenditures in FY 2003.

Capital expenditures may be funded from Wagner-Peyser 90% or 10% funds allocated to a local area in addition to other available non-DET funds. Wagner-Peyser funds identified for future use for this purpose may be placed in an escrow account and carried into the next fiscal year and beyond. Please ensure funds allocated for capital expenditures are noted separately for FY 2003 and future years on the appropriate budget lines.

D. NON-PERSONNEL COSTS (collaborative Centers only, non-collaborative Centers should provide a budget narrative for the use of these funds):

DET has identified two categories of non-personnel costs which are directly associated with local expenditures. Category 1. is "Employee Support" and is comprised of costs directly associated with DET employment. Category 2. is "Center Support" and is comprised of costs associated with supporting activities with the OSCC.

1. Employee Support

These costs directly associated with DET employment must be retained centrally. The total cost for this package is \$1,551 per individual employee. Detail related to these costs is as follows:

Employee Recognition activities; Pride in Performance charges,	
Arbitrators, Workers comp litigation costs, flu shots	\$ 21
Training Consultants/Contractors	\$261
Desktop PC replacement (over three years)	\$738
Travel	\$264
Medicare Charge-back	\$248
UHI Charge-back	<u>\$ 19</u>
Total:	\$1,551

Expenses contained in this category are also allocable to DET personnel. LWIBs may choose to take on the responsibility for providing these items directly or continuing to have DET provide them centrally. The following costs are associated with these expenditures for each employee. If an LWIB chooses to retain these funds all of the following items must be provided, an LWIB may not choose to provide some items and not others.

Supplies (office)	\$504
Bottled water	\$ 50
Memberships (Chambers of Commerce, etc.)	\$155
Subscriptions	\$ 35
Books	<u>\$ 21</u>
Total per employee	\$765

2. Center Support

Other Local Expenditures:

This category contains costs associated with the use of copiers, fax machines and telephone / data circuit services.

Copiers and Fax Machines

Currently, DET provides copiers and fax machines to certain OSCCs. The copiers and faxes are owned or leased by DET and the costs associated with leasing and maintaining these units are found in **Attachment G1 and G2**. Please note that DET has upgraded its fleet of copiers and has a negotiated an extremely cost-effective 3-year lease. The new agreement includes 1 year of maintenance at no cost. Under separate cover, more detailed information about the specifics of the new agreement and the capabilities of the copiers will be distributed.

The current plan is to have all of the new copiers installed by the end of March, 2002. Please note that no additional funds will be retained / required by DET for the balance of FY 2002 (above and beyond those already retained by DET during FY 2002).

The attachments indicate the amounts to be retained by DET during FY 2003 (beginning July 1, 2002). The lease costs reflect the amounts required for the period July 1, 2002 through June 30, 2003 and the maintenance costs reflect the amounts required for the period covering April 1, 2003 through June 30, 2003. Again, the first 12 months of maintenance are at no cost – this includes April 1, 2002 through March 31, 2003.

Your budget should indicate the amounts to be supported by non-DET sources and include the appropriate amounts to be retained by DET to continue to pay these lease and maintenance costs. DET costs associated with these purchases should be allocated from your area allocation.

Telephone and Data Circuit Services

Currently DET pays for telephone and data circuit services within certain Career Centers.

Telephone Services: (Attachment H 1 to be provided)

During FY 2002, DET has provided quarterly reports for local and long distance telephone costs. **Attachment H1** will provide actual FY2002 totals as well as a projected total for FY 2003. The projected figure is simply an annualized representation of the FY2002 figure that will be provided in the attachment. This annualized figure will be used to create the FY 2003 planning estimate. LWIBs should include the estimated amounts as funds to be retained by DET to pay for telephone service costs.

Data Circuit Costs:

DET pays the costs associated with data circuits utilized at certain locations. **Attachment H2** indicates the monthly and annual costs by location and are summarized by LWIB. LWIBs should use these costs as their FY 2003 planning estimate for data circuits and should include the amounts as funds to be retained by DET to pay for data circuit costs.

Therefore, the costs of the DET Non-Personnel Package is the sum of the Employee Support Package plus the costs associated with the Center Support Package.

E. MOSES Support (Access Fee)

Due to the costs associated with the continuing development, maintenance and software licenses related to the MOSES system, an FY 2003 MOSES Access Fee was developed based upon a total of 1,071 active MOSES users as of February 22, 2002.

In order to establish a fair and equitable access fee, it was decided to continue to base the fee only upon those costs related to the Oracle License for each desktop application and upon a portion of user support/TA provided by the Help Desk. The fee to be charged for FY 2003 will continue to be the \$225 per individual with an active ID.

The current list of MOSES users by area and user site will be provided in a separate attachment. **(Attachment I)** When this list is verified and returned, it will be used as the basis for apportioning the \$225 user charge across DET and Non-DET revenue sources. The lists will be forwarded separately by Dave Manning (dmanning@detma.org).

Please see accompanying instructions in the WIB Budget Summary section (below) concerning the budgeting of MOSES support costs.

VII. FINALIZING YOUR BUDGET

Once you have completed the above steps, you will be able to fill in the sections of the MOUs related to resource sharing and the appropriate sections of the Local Plan Integrated Budgets and the attached DET budget worksheets. LWIBs are asked to provide a narrative budget for all budgeted items including those funds to be utilized for LWIB support and activities.

The DET “FY2003 WIB Budget Summary” has some modifications. However, the attachments are the same or similar to those used in FY 2002. These forms are intended to capture the planned expenditures for programs funded through DET and administered by the LWIB and/or through WIA-required partners via cash revenue to support the operation of the OSCC. They are:

- Attachment A – WIB Allocations for DET-funded programs
- Attachment B – Staff 2003 Worksheet
- Attachment C – Carry-in Worksheet
- Attachment D – Facilities (to be provided)
- Attachment E – Shared Space Sample and Worksheet
- Attachment F – WIB Budget Summary (revised)
- Attachment G1 – Copiers
- Attachment G2 - Faxes
- Attachment H1 - Telephone (To be provided)
- Attachment H2 - Data Circuits
- Attachment I - MOSES Active Ids (Forwarded separately)

CARRY-IN NOTE: LWIBs should ensure the accuracy of the carry-in data, reconcile any plans that do not equal allocations, and identify steps to maximize the use of available funds while eliminating any possible overspending.

Changes in the total amount of funding to be received from Required Funding Sources at any point during FY2003 will require a dated resubmission of the FY2003 WIB Budget Summary signed by the preparer and consistent with FY 2003 plan modification requirements.

FY2003 WIB BUDGET SUMMARY INSTRUCTIONS

WIB NAME / MOD# / DATE

Please enter the name of the WIB, enter "Original" as the mod # for the plan submission, then enter the date of the plan submission.

The WIB Budget summary will automatically total all entries.

IMPORTANT NOTE: Please do not forget to enter the WIB name, Preparer Name and Preparer Telephone Number. Failure to do so will delay the resolution of budget questions and the approval of your plan.

BUDGET NARRATIVE NOTE: It is very important that you supply a budget narrative that explains unidentified revenue sources and costs listed in the WIB Budget Summary that are not readily identifiable. Sample budget support formats are available from DET (e-mail dmanning@detma.org).

REVENUE CATEGORIES

The Revenue section of the DET WIB Budget Summary requires the identification of both New FY 2003 funds and funds carried in from FY 2002. Please enter the amount of new revenue as indicated in **Attachment A** and the carry-in revenue *estimate* (Wagner Peyser 90% and 10% only) from **Attachment C**.

Please note that final FY 2002 Wagner Peyser, Carry-out funds will not be determined until a full reconciliation has been performed later in calendar year 2002. At that time, additional supporting documentation relating to the use of carry-in will be requested from the WIBs.

CARRY-IN NOTE: LWIBs should ensure the accuracy of carry-in data, reconcile any plans that do not equal allocations, and identify steps to maximize the use of available funds while eliminating any possible overspending.

A new column heading (RSP Claimant ReEmpl) has been added for the ES-funded Re-Employment program.

In the columns titled Other (DET) and Other (Non-DET) please enter actual or anticipated revenue from DET/Non-DET sources. This will facilitate the review of your plan through the identification of costs to other sources that will be part of your cost allocation methodology. Please identify these revenue sources in your budget narrative.

EXPENDITURE CATEGORIES

See appropriate sections in DET FY 2003 Budget Instructions for a more detailed discussion.

NOTE: For clarification purposes, anticipated costs will now be entered under “Funds for Expenses to be paid by DET” or “Funds for Expenses to be paid by WIB”. Categories have been expanded to facilitate the review of plans against applicable attachments.

NOTE: FTE totals should be consistent with totals reflected in the signed MOUs.

A. Personnel:

Please enter the cost of Personnel/Fringe services from worksheet **Attachment B**.

B. Premises:

Please enter premises costs from worksheet **Attachment D**.

C. Capital Expenditures – FY 2003 (Collaborative Centers):

Please enter the amount of funds identified to support anticipated Capital Expenditures for FY 2003.

Capital Expenditures – FY 2004 (Collaborative Centers):

Please enter the amount of funds planned to support anticipated Capital Expenditures for FY 2004.

D. Non-Personnel (NPS):

In the interest of expediting the review of FY 2003 plans, this section has been revised to reflect specific cost categories that are supported by DET budget attachments.

Please enter the amount of Non-Personnel (NPS) costs, which includes both (1.) Employee Support and (2.) Career Center Support costs (cited below), but does not include the cost of facilities or subcontracts.

1. Employee Support:

Please enter the amount of funds identified for employee support.

2. Center Support:

Please enter and identify in the narrative costs budgeted for career center support . Categories are added to facilitate comparison with DET budget attachments.

3. MOSES Support:

The MOSES support charge (\$225 per active ID) should be shown on the FY 2003 WIB Budget Summary. For users not supported by the funds specifically identified on the WIB Budget Summary (for example, WTW funds that support a WTW caseworker), please enter the total amount under “Other Funds” (DET or Non-DET) and explain in detail in the narrative.

E. Other (Specify):

Please enter costs that do not fit into any of the named categories. These costs will require formal explanation and a detailed description of the cost allocation methodology used in determining these amounts.

Revenue and Expense Totals:

These totals should also be consistent with the totals reflected in the signed MOUs.